

Environmental Management System Manual

Naval Construction Battalion Center, Gulfport, MS



Prepared for:

Naval Construction Battalion Center Gulfport

by:

PWD Gulfport,
Environmental Division

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NCBC Gulfport

EMS Manual - Table of Contents

(as of 23 March 2015)

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ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #001 - General Requirements

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement, and maintain a procedures for the continual improvement of an environmental management system (EMS) for the Center in accordance with requirements cited in references below and define and document how each element of the EMS will fulfil those requirements.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 1 (General Requirements) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.1 (General Requirements)

4. KEY ROLES AND RESPONSIBILITIES:

A. EMS Program Manager (EPM) responsibilities:

- a. prepare this procedure in accordance with references a, b, and c above; and annually review/update
- b. maintain and annually update the Center's EMS Manual composed of 18 EMS EMPs.
- c. prepare and periodically update NCBC Environmental Requirements for inclusion in the Center's construction and service contract.

B. Installation Environmental Program Manager (IEPM) responsibilities:

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Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

- a. review and approval annual EMS Manual update
- b. insure NCBC EMS and Environmental Requirements are included in Center's construction and service contracts.

5. EMS MANUAL CONTENTS

The Center's EMS is structured in accordance with OPNAV M-5090.1 and ISO 14001:2004. Below is a cross reference of OPNAV Environmental Management Procedures (EMPs) in the Center's EMS Manual that are applicable to sections in ISO 14001:2004:

<u>OPNAV</u>	<u>ISO Section</u>	<u>Core Element</u>
EMP 001	4.1	General Requirements
EMP 002	4.2	Environmental Policy
EMP 003	4.3.1	Environmental Aspects
EMP 004	4.3.2	Legal and Other Requirements
EMP 005	4.3.3	Objectives, Targets, and POA&Ms
EMP 006	4.4.1	Resources, Roles, Responsibilities, and Authority
EMP 007	4.4.2	Competence, Training, and Awareness
EMP 008	4.4.3	Communication
EMP 009	4.4.4	EMS Documentation
EMP 010	4.4.5	Control of Documents
EMP 011	4.4.6	Operational Controls
EMP 012	4.4.7	Emergency Preparedness and Response
EMP 013	4.5.1	Monitoring and Measurement
EMP 014	4.5.2	Evaluation of Compliance
EMP 015	4.5.3	Nonconformance, Corrective Action, and Preventative Action
EMP 016	4.5.4	Control of Records
EMP 017	4.5.5	Internal EMS Audit
EMP 018	4.6	Management Review

6. CORE ELEMENTS OF THE EMS

Each EMP is a guide to understanding and implementing each core element of an EMS. The Center's 18 EMPs make up the EMS Manual. Core elements are described in references (b) and (c).

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #002 - Environmental Policy

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure for defining the Center's environmental policy, and ensure that, within the defined scope of that policy it:

a. is appropriate to the nature, scale and environmental impacts of its activities, products, and services,

b. includes a commitment to continual improvement and prevention of pollution,

c. includes a commitment to comply with applicable legal requirements and with other requirements to which the Center subscribes which relate to its environmental aspects,

d. provides the framework for setting and reviewing environmental objectives and targets,

e. is documented, implemented and maintained,

f. is communicated to all personnel working for or on behalf of the organization, and

g. is available to the public

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

a. OPNAVINST 5090.1D, Environmental Readiness Program
b. Element 2 (Environmental Policy) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual

c. ISO 14001:2004, Section 4.2 (Environmental Policy)

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #002 - Environmental Policy

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

4. RESPONSIBILITIES AND REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities:

- a. prepare this procedure in accordance with references a, b, and c above; and annually review/update
- b. insure command "environmental policy statement is distributed and communicated to all personnel on Center.

B. Installation Environmental Program Manager (IEPM) responsibilities:

- a. insure Environmental Policy Statement is updated upon change-of-command and that policy statement incorporates requirements of references (a), (b) and (c).

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #003 - Environmental Aspects

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure:

a. to identify the environmental aspects of its activities, products, and services (e.g. practices and processes) within the defined scope of the EMS that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and

b. to determine those aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects).

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) Stennis and Lakeside Pascagoula.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 3 (Environmental Aspects) of para. 17-3.2 of OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.3.1 (Environmental Aspects)

4. PROCEDURE:

A. Establish an EXCEL inventory spreadsheet listing those facilities and areas on the Center and special areas where activities, products and services are potentially impacting the environment. The spreadsheet will identify the environmental aspects at each facility/area listed. Below is the criterion to be used in scoring aspect risk and in assigning a priority weighing factor to each aspect in determining overall significance:

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EMP #003 - Environmental Aspects

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

- a. **Mission Impact -**
 - Not Evaluated (0)
 - Low (1)
 - Medium (50)
 - High (100)
- b. **Human Health & Safety -**
 - Not Evaluated (0)
 - Low (1)
 - Medium (50)
 - High (100)
- c. **Environmental Impact -**
 - Not Evaluated (0)
 - Single immediate effect (1)
 - Single long-term effect (30)
 - Multiple immediate effect (60)
 - Multiple long-term effect (90)
- d. **Legal Regulations -**
 - Not evaluated (0)
 - No regulatory controls (1)
 - Existing organization only requirement (40)
 - Existing legislation requirement (80)
- e. **Cost Impacts -**
 - Not evaluated (0)
 - Low (1)
 - Medium (35)
 - High (70)
- f. **Operational Controls -**
 - Not evaluate (0)
 - Full management control and regular reviews (1)
 - Management Controls and Ad-hoc reviews (15)
 - Procedures in place but no reviews/inspections (30)
 - Informal procedure in place (45)
 - No management control (60)
- g. **Public Perception -**
 - Not evaluated (0)
 - No adverse publicity (1)
 - Potential for adverse publicity (25)
 - High adverse publicity likely (50)
- h. **Priority Weighting Factors -**

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #003 - Environmental Aspects

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

Low (x1)
Medium (x2)
High (x3)

5. RESPONSIBILITIES AND REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities:

a. review and update this procedure annually to comply with references.

b. develop and maintain an EXCEL spreadsheet listing all buildings and areas within the SCOPE and their respective environmental aspects.

c. assign aspect risk assessment scores and appropriate priority weighing factor to each aspect based on the criteria described in this procedure.

d. review and update the Aspects Inventory annually

B. Installation Environmental Program Director (IEPD) responsibilities:

a. review and approve the Center's environmental aspects inventory (e.g. building/area aspects list, assigned risk assessment scores, priority weighing factor assigned, and ranking of significant aspects).

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #004 - Legal and Other Requirements

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure to:

a. identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and

b. determine how these requirements apply to its environmental aspects.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 4 (Legal and Other Requirements) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.3.2 (Legal and other requirements)

4. PROCEDURE:

A. Follow and comply with OPNAV M-5090.1 requirements, in regards to complying with legal and policy driven environmental requirements.

B. (OPTIONAL) US Navy Listbuilder. Create media specific EXCEL spreadsheets by assisting and using Navy Listbuilder search options to identify Center applicable media legal requirements (e.g. federal, state, and local regulations) and citations; and Navy policy driven requirements in accordance with references (b) and (c).

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #004 - Legal and Other Requirements

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

C. (OPTIONAL) US Navy Listbuilder. Create a regulatory checklist for each media for use by respective media managers in determining how these requirements apply to the Center's environmental aspects.

4. RESPONSIBILITIES AND REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities:

- a. review and update this procedure annually
- b. follow and comply with OPNAV M-5090.1 requirements, in regards to complying with legal and policy driven environmental requirements.

c. (OPTIONAL) access through EMSWeb, the Navy List Building program for accessing applicable legal and requirements and other requirements to which the Center subscribes related to its environmental aspects in accordance with references (b) and (c)

B. Media Program Manager responsibilities:

- a. follow and comply with OPNAV M-5090.1 requirements, in regards to complying with legal and policy driven environmental requirements.

b. (OPTIONAL) access through EMSWeb, the Navy List Building program for accessing applicable legal and requirements and other requirements to which the Center subscribes related to its environmental aspects in accordance with references (b) and (c)

C. Installation Environmental Program Manager (IEPM) responsibilities:

- a. follow and comply with OPNAV M-5090.1 requirements, in regards to complying with legal and policy driven environmental requirements.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #005 - Objectives, Targets and POAM(s)

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement, and maintain a procedure:

a. documenting environmental objectives and targets (O&Ts) at relevant functions and levels within the organization and that O&Ts be measurable, where practicable, and consistent with the environmental policy including the commitments to prevention of pollution, to compliance with applicable legal requirements, its significant environmental aspects, and with other requirements to which the organization subscribes, and to continual improvement.

b. considering its technological options, its financial, operational and mission requirements and the views of interested parties.

c. having a plan of action and milestones (POA&Ms) for achieving its O&Ts which includes:

1) designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization, and

2) the means and time-frame by which they are to be achieved.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 5 (Objective, Targets and POAM(s) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.3.3 (Objective, targets and programme(s))

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #005 - Objectives, Targets and POAM(s)

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

4. PROCEDURE:

- A. establish and document environmental objectives, targets and POA&M, and communicate them to personnel at all levels and functions.
- B. ensure objectives and targets:
 - a. Take into account risks to mission determined through prioritization of aspects, operations, and activities.
 - b. Are consistent with and supportive of the Center's Environmental Policy Statement and environmental requirements.
 - c. Are achievable, where practical, within economic and technological restraints
 - d. Are measurable, where practical,
 - e. Assign responsibility for achieving and implementing O&Ts and time frame by which they are completed. (Note: Designated position(s) for tracking and achieving specific O&Ts are annotated by asterisk on the O&Ts FY12 - FY15 Chart)
 - f. Are reviewed and revised at least annually, according to a schedule established by the Center.

5. RESPONSIBILITIES AND REQUIREMENTS:

- A. EMS Program Manager (EPM) responsibilities:
 - a. prepare this procedure IAW references a, b, and c above; and review and update annual
 - b. periodically monitors and measures O&Ts by way of collecting and compiling data from assigned O&T Responsible Party(ies) for charting progress.
 - c. communicate progress by means of the EQB and EQB-Subcommittee meetings and members
 - d. post O&Ts and progress charts on Center's Environmental Support Webpage.
 - e. recommend/propose changes/additions to the O&Ts for IEPM review and approval and for subsequent presentation to

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #005 - Objectives, Targets and POAM(s)

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

CO and Senior Leadership for approval during annual Management Review.

B. Installation Environmental Program Manager (IEPM) responsibilities:

- a. review and approve annual procedure update
- b. periodically review progress in achieving O&T, and
- c. report O&T progress and propose changes and/or new O&Ts to CO and/or Senior Leadership; as appropriate, during EQBs and/or Management Reviews, as deemed appropriate, in demonstrating continual improvement.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

**EMP #006 - Resources, Roles,
Responsibility and Authority**

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure that defines, documents and communicates roles, responsibilities and authorities in order to facilitate effective environmental management.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 6 (Resources, Roles, Responsibility and Authority) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.1 ((Resources, roles, responsibility and authority)

4. PROCEDURE:

A. ensure the availability of resources essential to establishing, implementing, maintaining and improving the environmental management system (EMS).

- a. include human resources and specialized skills, organizational infrastructure, technology and financial resources.

- b. appointment of a specific EMS management representative, who irrespective of other responsibilities will have the defined roles, responsibilities and authority to:

- 1) insure that an EMS is established, implemented and maintained in accordance with the requirements of references (a), (b) and (c), and

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**EMP #006 - Resources, Roles,
Responsibility and Authority**

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

2) reports to top management on the performance of the environmental management system for review, including recommendations for improvement.

5. RESPONSIBILITIES AND REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities are:

a. preparing this procedure in accordance with references a, b, and c above; and annually reviewing and updating.

b. prepares, annual update, and/or maintain EMS documents (e.g. Environmental Policy Statement, NCBC Environmental Policy Management Instruction, EMS manual composed of 18 EMPS, Aspects Inventory and Ranking spreadsheet, Environmental Training Matrix, Objectives and Targets (O&Ts) Chart, Internal Media Assessment Plan, Internal Audit Plan, Internal Compliance Document, EEA POA&M, EMSWeb database, directory of EQB and EQB-Sub members, NCBC Environmental Requirements Specification, Supplemental Environmental Protection Controls Specification, etc...

c. recommends EMS Objectives and Targets to IEPM

d. assists IEPM with presentations and maintaining minutes of EQB meetings

e. chairs, prepares presentations and maintains minutes of EQB-Sub meetings

e. maintains the EMSWeb database.

B. Installation Environmental Program Manager (IEPM) responsibilities are:

a. reviewing and approving annual procedure update

b. meeting with the CO semi-annually or as required/requested to report compliance and EMS status and progress.

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Responsibility and Authority

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

c. recommends objectives and targets and ensure they are consistent with the Environmental Policy Statement.

d. reviews and approves EMS documents prepared by the EPM.

e. compile consolidated listing of ICA findings for departments and tenant commands. Submit copy of listing to respective department and/or tenant command for corrective action and POA&M. Incorporate POA&M of ICA findings in the Internal Compliance Document (ICP) for installation commanding officer review.

C. Installation Commanding Officer (ICO) responsibilities:

a. chairing the EQB

b. for ensuring EMS operating successfully on the installation.

c. for facilitating the resolution of issues that may involve departments and tenant commands.

D. Departments and tenant commands with significant environmental aspects responsibilities:

a. have their Department Head and/or CO/XO participate on the NCBC Gulfport executive level Environmental Quality Board (EQB) and/or delegate an E-7 or equivalent civilian or higher to participate on the EQB for him or her.

b. designated an E-7 or equivalent civilian or higher individual to participate on and EMS working group, known as the EQB-Subcommittee (EQB-Sub) in accordance with NCBCGPTINST 5090.4C. The EQB-Subcommittee will meet quarterly and/or as called by the IEPM or EPM.

E. Environmental Quality Board (EQB) is an Executive Board composed of the Center's CO/XO and Department Heads, and the Commanding Officer or their designate (E-7 or equivalent civilian or higher) from tenant commands/activities performing practices or processes on the Center having significant aspects (e.g. hazardous waste generation, store and use hazardous

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**EMP #006 - Resources, Roles,
Responsibility and Authority**

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

material, operate permitted emission sources (e.g. generators, fueling operations, painting/sandblasting, etc.), operate storage tanks, pollution potential to release hazardous substances into water, air, soil; et.) to ensure that the EMS is operating as intended. EQB's primary responsibilities are:

a. ensuring that the vision for the EMS and all requirements stipulated by the EQB are established, implemented, and maintained in accordance with this document and the environmental policy. The Chair of the EQB shall be the installation commanding officer.

b. championing the installation's EMS program from the top down and ensuring installation staff gain required support and resources for implementation of EMS activities.

c. reviewing results from the EQB-Sub and approving program elements to ensure continual improvement. The EQB shall meet twice a year or as otherwise directed by the Center's CO.

F. Environmental Quality Board Subcommittee (EQB-Sub) is a cross-functional team that supports the EQB and EMS Program Manager (EPM) in the functional development, implementation, and maintenance of the EMS to fulfill the commands vision. The EQB-Sub will tentatively meet quarter as announced by the IEPD or EPM. The EQB-Sub will work with the EQB and EPM to review environmental aspects, evaluate significance, and identify critical processes and training needs. The EET and EQB-Sub shall review appropriate environmental objectives and targets and any needed procedures. The responsibilities of the EQB-Sub members are:

a. execute the decisions and intentions of the EQB.

b. evaluate the EMS and help initiate improvements

c. promote the EMS throughout the command and disseminating specific information about the installation environmental policy

d. work to minimize the environmental impacts from the installation activities and mission

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**EMP #006 - Resources, Roles,
Responsibility and Authority**

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

e. ensure appropriate mechanisms are in place to adequately monitor and measure EMS progress and all environmental programs.

f. monitor non-conformance, non-compliance and corrective and preventive actions.

g. seek higher assistance when issues cannot be resolved internally within the EQB-Sub.

E. EMS Environmental Team (EET) is composed of the IEPM, EPM, and Environmental Staff media program managers and responsibilities are:

a. insure their respective signed media regulatory and Navy policy driven requirements are listed in the calendar year media internal assessment plan (MIAP); track progress on completing requirement, and annotate status of requirement on MIAP at end of CY.

b. conducting internal compliance audits (ICAs) as directed by the IEPM of departments and tenant commands with significant aspects.

c. compile a listing of findings for each department and tenant command

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #007 - Competence, Training and Awareness

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure to make persons working for the Center or on its behalf aware of:

- a) the importance of conformity with the environmental policy and procedure(s) and with the requirements of the EMS.
- b) the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,
- c) their roles and responsibilities in achieving conformity with the requirements of the EMS, and
- d) the potential consequences of departure from specified procedures.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) Stennis and Lakeside Pascagoula.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 7 (Competence, Training and Awareness) of para. 17-3.2 of OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.2 (Competence, Training and Awareness)
- d. NCBC Gulfport - Environmental Training Matrix, 5 Mar 2015

4. RESPONSIBILITIES AND REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities are:

- a. annually review and update this procedure to comply with references.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #007 - Competence, Training and Awareness

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

b. annually review and update the NCBC Gulfport Environmental Training Matrix.

c. develop a EXCEL spreadsheet for use by Center departments and tenant commands in conducting a personnel environmental training needs assessment.

B. Installation Environmental Program Director (IEPD) responsibilities are:

a. annually review and approve this procedure.

C. Environmental Evaluation Team (EET), composed of the IEPD and Media Program Managers, responsibilities are;

a. review and approve implementing the Center's Environmental Training Matrix.

E. Environmental Quality Board Subcommittee (EQB-Sub) member responsibilities are:

a. provided instructions and guidance on implementing the Center's Environmental Training Matrix.

b. conduct a personnel environmental training needs assessment using the attached Personnel Environmental Training Needs Assessment form.

c. maintain environmental training records accordingly on their respective personnel. In addition, EQB-Sub members shall provide an electronic copy of their environmental training records to the Center's Environmental Office whenever training occurs.

5. PROCEDURE:

A. EMS Awareness-Level Training is required for all Navy military, civilian, and contractor personnel working on the Center. Types of training available:

1) INDOC. The Environmental Office staff personnel presents EMS Awareness and General Environmental Awareness

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Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

training during respective Center and Group/Battalion Command INDOC training sessions.

2) On-line. CECOS offers an on-line monitor viewable EMS Awareness training great for viewing by an individual or small group. Documentation of personnel received EMS training in this matter is required. It is located at URL: <http://www.cecoseweb.com/login.php?required=1&next=/offerings/EMSGenAware/index.php> Upon accessing site, you will need to register, then reconnect to the URL and enter your email address and click submit. Give it about a minute it will start.

3) Web-based. NAVFAC's Environmental Compliance Assessment Tracking and Training System (ECATTS) website offers a variety of significant aspects related trainings. It is located at: <http://navfac.ecatts.com>. Significant Aspects related Training Courses available:

- EMS Awareness Training (20 min.)
- General Environmental Compliance (10 min)
- Hazardous Material (15 min)
- Hazardous Waste Management (20 min)
- Medical Waste Management - Mississippi (10 min)
- Recycling (10 min)
- Storage Tank Management (15 min)
- Stormwater - comprehensive Overview (20 min)
- RCRA Annual Refresher - 8 parts (2 ½ hours)
- Sediment/Stormwater Construction - 7 parts (1.7 hrs)

4) On-site. EMS Awareness and General Awareness training available from Center's Environmental Office when requested and scheduled in advance. CECOS offer on-site RCRA Hazardous Waste.

5) DVD videos. The following environmental training videos are available to check-out from the Center's Environmental Office:

- "Environmental Responsibility & Management Systems" - EMS Awareness Training

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EMP #007 - Competence, Training and Awareness

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

- "a grate concern" - Illicit Discharge Detection & Elimination
- "Rain Check" - Stormwater Pollution Prevention for MS4s
- "Ground Control" - Stormwater Pollution Prevention for Construction Sites

B. Task-Specific Training. Training requirements associated with significant environmental aspects (e.g. hazardous waste, Tanks Spill Prevention Control and Countermeasures (SPCC), Construction Site Stormwater Pollution Prevention, etc.) shall be identified and training shall be provided and documented. Practice owners, including contractors, performing tasks that could have the potential to cause a significant environmental impact shall be competent based on education, training, or experience and shall retain documentation to demonstrate compliance with this requirement.

C. EMS Management Training. EMS Management representative and environmental staff responsible for implementation and maintenance of an EMS shall receive EMS implementation, management, and sustainment training (completion of the CECOS Advancing an Effective EMS webinar will satisfy this requirement). EMS implementation and management personnel shall be familiar with the provisions of Chapter 17 (EMS) of OPNAV M-5090.1.

D. EMS Auditor Training. Lead auditors and team members performing internal EMS audits, EMS Management Representatives, and environmental staff responsible for implementation and maintenance of the EMS shall complete the CECOS Integrated EMS and Compliance Auditing Class (A-4A-0079) and shall be familiar with the provisions of Chapter 17 (EMS) of OPNAV M-5090.1.

E. Environmental Training Matrix. To assist CBC Department Heads and tenant commands with determining the type and frequency of specific environmental training that is required

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EMP #007 - Competence, Training and Awareness

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

for their personnel, EET has developed an Environmental Training Matrix, see attachment.

F. Training Needs Assessment. Dept and tenant commands shall conduct a training needs assessment to determine the following:

- Identification of personnel who can potentially impact the environment through job assignments and responsibilities, and
- Appropriate competencies to perform job assignment and responsibilities. Results of the assessment must be documented.

G. Training Documentation. It is incumbent upon each department and tenant command to ensure that training is documented in the form of training certificates or training rosters. Rosters must state description of training provided and date presented/completed. EQB-Subcommittee members are responsible for insure environmental training records are being maintained for their respective organization. It is also the responsibility of each organization to provide the Center's Environmental Office with a copy of their personnel's environmental training certificates and/or rosters documenting completion of training.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #008 - Communication

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

This procedure is to establish, implement and maintain method(s):

a. for internal communication among the Center's departments and tenant commands; methods include various staff meetings, environmental quality board (EQB), EQB working group (i.e. EQB subcommittee), announcements/notifications in *Seabee Courier* newspaper, postings on bulletin boards, and/or websites; and

b. for receiving, documenting and responding to relevant communication from external interested parties; methods may include annual reports, newsletters, websites and/or community meetings.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 8 (Communication) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.3 (Communication)

4. RESPONSIBILITIES:

A. **EMS Program Manager (EPM)** responsibilities are:

a. conducting a EQB Subcommittee meeting composed of department and tenant commands having significant environmental aspects for communicating EMS and environmental compliance requirements in accordance with NCBCGPTINST 5090.4C (Environmental Policy Management).

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #008 - Communication

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

b. prepare articles (e.g. notifications, posters, announcements and/or articles, etc.) for publication in the Center's newspaper (e.g. *Seabee Courier*) for educating and increasing the general base population awareness of environmental media issues (e.g. earth day events, energy conservation efforts, annual drinking water quality report, storm water best management practices, etc...)

c. posting of environmental media specific documents (e.g. Environmental Policy Statement, operating air permit, small construction separate storm sewer (MS4) general permit, etc...) in the NCBC Gulfport, Environmental Support webpage.

d. communicating environmental training requirements in accordance with the NCBC Environmental Training Matrix to department and tenant command

B. Media Program Managers responsibilities are:

a. sending out email notifications and announcements to departments and tenant commands in regards to EV issues and concerns pertaining to their assigned programs, examples include data call request, updating plans, inventories, surveys and inspections, upcoming training events, changes in reporting procedures, etc...

B. Installation Environmental Program Manager (IEPM) responsibilities are:

a. conducting the Environmental Quality Board (EQB) meetings composed of department and tenant commands having significant environmental aspects in accordance with NCBCGPTINST 5090.4C (Environmental Program Policy).

b. presenting EV issues and concerns at PWD Staff/MAP/WIB/FEAD Pre-CONS, etc... meetings

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #008 - Communication

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

C. Public Works Officers (PWO) responsibilities are:

a. present EV issues and concerns at CO/XO, department heads, and tenant command meetings

5. EXAMPLES OF METHODS OF COMMUNICATION:

A. Internal Communications

- 1) PWD Staff/MAP/WIB/FEAD Pre-construction Meetings
- 2) CO/XO Department/Tenant Command Meetings
- 3) Environmental Quality Board (EQB) Meetings
- 4) EQB Subcommittee Meetings
- 5) Earth Day and Energy Conservation Events
- 6) Environmental Training Matrix training sessions
- 7) Email notifications and announcements of environmental media plans, reports, and inventory surveys updates.
- 8) Posting of environmental documents for personnel information, awareness and notification on NCBC Gulfport Environmental Support Webpage at:
<http://www.cnbc.navy.mil/gulfport/OperationsAndManagement/EnvironmentalSupport/index.htm>
- 9) Publishing of environmental notifications, announcements and articles in *Seabee Courier* newspaper. The *Seabee Courier* is available on line at:
<http://www.cnbc.navy.mil/gulfport/NewsAndCurrentInfo/SeabeeCourier/index.htm>
- 10) CO/XO EMS Management Review

B. External Communications

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #008 - Communication

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

- 1) Environmental Staff initiates discussion with environmental regulatory agencies when required in an effort to discuss and resolve compliance issues.
- 2) RAB Community Meetings conducted, as required, in an effort to disseminate environmental stewardship information to appropriate community.
- 3) PAO releases articles that highlight the environmental efforts on the Center in City and Harrison county newspaper, as required.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #009 - EMS Documentation

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure that specifically defines documents and records to be included in the environmental management system (EMS) documentation.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 9 (EMS Documentation) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.4 (EMS Documentation)

4. RESPONSIBILITIES AND REQUIREMENTS:

A. **EMS Program Manager (EPM)** responsibilities are:

- a. annually review and update this procedure
- b. maintain and update the NCBC Gulfport EMSWeb database containing EMS documentation and records cited in procedure section below.

B. **Installation Environmental Program Manager (IEPM)** responsibilities are:

- a. insure sufficient EMS Documentation is being maintained.

5. PROCEDURE:

A. The EMS documentation must include the following documents:

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #009 - EMS Documentation

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

- a. the environmental policy (EMP002),
- b. objectives and targets (EMP005),
- c. description of the scope of the environmental management system (EMP001),
- d. description of the main elements of the EMS and their interaction (EMP001), and reference to related documents,
- e. documents, including records, required by ISO 14001:2014, and
- f. documents, including records, determined by the NCBC Gulfport to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects, such as, statements of policies, objectives and targets, information on significant aspects, procedures, process information, organizational charts, internal and external standards, site emergency plans, and records.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #010 - Control of Documents

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure for controlling environmental management plan (EMS) documents to:

- a. approve documents for adequacy prior to issue
- b. review and update as necessary and re-approve documents
- c. ensure that changes and the current revision status of documents are identified.
- d. ensure that relevant versions of applicable documents are available at points of use, and
- e. ensure that documents remain legible and readily identifiable.
- f. ensure that documents of external origin determined by the Center to be necessary for the planning and operation of the EMS are identified and their distribution controlled, and retained for any purpose.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 10 (Control of Documents) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.5 (Control of Documents)

4. RESPONSIBILITIES AND REQUIREMENTS:

- A. **EMS Program Manager (EPM) responsibilities are:**
 - a. annually review and update this procedure

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #010 - Control of Documents

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

b. maintain and update the Center's EMS Document Control Log, as required, and/or as part of the annual procedure update; and remove obsolete documents.

B. Installation Environmental Program Manager (IEPM) responsibilities:

- a. review and approve procedure update annually.
- b. review and approval EMS Document Control Log annually

5. PROCEDURE

A. The Center shall implement a procedure to issue and maintain essential documents so they:

- (1) can be located;
- (2) are reviewed and updated as necessary;
- (3) are available when and where needed in their current versions, with older versions removed from circulation and destroyed or archived as appropriate

B. The Center shall inventory all documents appropriate to its environmental programs and practices and identify other documents essential to the efficient operation of its EMS. A Document Control Log shall be created and maintained and annually reviewed and updated. The log must include pertinent data essential for accounting and tracking the document. The log shall be Attachment #1 to this EMP.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #010 - Control of Documents

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

DOCUMENT CONTROL LOG (updated 23 Mar 2015)							
Media	Document Description	Original Document Date	Date Last Reviewed, and/or corrected	Document Updated Every ___ Years	On EMSWeb Menu bar, click on 'Documents' then on 'NCBC Gulfport - Media Specific Mgt Plans':	Location of electronic and/or hard File Copy	Location of Working hard copy(ies) & PMs
EMS	EMS Manual	2012	In-progress	Annually	Check with EPM	322, Rm 103	K. Lottinger - ENV
EMS	IAP	11-Feb-13	In-progress	Annually	Check with EPM	322, Rm 103	K. Lottinger - ENV
DW	VA & ERP	Feb/Mar 2013	Oct-14	5	Documents; then on NCBC GPT - Media Specific Mgt Plans	322, Rms 103/160	K. Lottinger - ENV & M. Schultz - Production
IWW	IWWMP	In-Progress	In-progress	TBD	Check with EPM	322, Rm 103	K. Lottinger - ENV
Storm Water	Ground & Surface Water monitoring Report - Woolmarket Range	May-12	Feb-13	3	Not posted on EMS Web	322, Rm 103	K. Lottinger - ENV D. Nichols - ENV
AIR	MDEQ - Synthetic Minor Source Air Permit, Permit No. 1020-00080, issued 4 Oct 2011	Oct-11	Jul-05	5	Documents; then NCBC GPT - Media Specific Mgt Plans	322, Rm 103	K. Lottinger-ENV
AIR	AEI and Regulatory Compliance Assessment	Jun-14	Jun-14	5	Documents; then NCBC GPT - Media Specific Mgt Plans	322, Rm103	K. Lottinger - ENV
AIR	2014 Annual Emissions Report	Jan-15	Jan-15	Annually	Documents; then NCBC GPT - Media Specific Mgt Plans	322, Rm103	K. Lottinger - ENV
Air	ODS Inventory and Regulatory Compliance Assessment Report	Dec-14	Jul-05	(as needed or as required)	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM 103	K. Lottinger - ENV

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #010 - Control of Documents

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

HW	HWMP	2010	Annotated changes annual; pending complete update in 2015	Annually	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM 103	Stanley Smith - EV
Solid Waste	ISWMP	Aug 2013	Changes annotated annually	Annually	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM 103	Stanley Smith - EV
OHS	OHS SPP	Jan 2009	Update in progress in 2015	Completely every 5 years; annotate changes annually	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM 103	Stanley Smith - EV
P2	P2 Plan	Mar 2014	Changes annotated annually	Completely every 5 years; annotate changes annually	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM103	Stanley Smith - EV
Tanks	SPCC Plan	2008	Update in progress; due in May 2015	Every 5 years and update annual	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM103	Danny Nichols - EV
NR	INRMP - Stennis	Feb 2011	Changes annotated annually	Every 5 years or as required	Documents; then NCBC GPT - Media Specific Mgt Plans	Stennis WMA	Marion Fannally - EV
CR	ICRMP - Stennis	2012	Changes annotated annually	Every 5 years or as required	Documents; then NCBC GPT - Media Specific Mgt Plans	Stennis WMA	Marion Fannally - EV
Storm Water	MS4 General Permit	1 Jan 2009	Awaiting permit reissue by MDEQ	Review every 5 years	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM 103	Kenton Lottinger - EV
Storm Water	MS4 SWMP	1 Jan 2015	31 Dec 2015	Annual	Hard copy maintained in EV Office	322, RM 103	Kenton Lottinger - EV
Pest Control	IPMP	April 2009	Update in progress due in May 2015	Every 5 years or as required	Documents; then NCBC GPT - Media Specific Mgt Plans	322, RM 103	Danny Nichols, EV
OHS	OHS Plan – Stennis WMA	Dec 2013	Changes annotated annually	Every 5 years or as required	Documents; then NCBC GPT - Media Specific Mgt Plans	Stennis WMA	Marion Fannally - EV

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #011 - Operational Control

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure to insure each practice and process with significant aspects is controlled to minimize risk to mission and impacts to the environment, and to comply with all applicable regulations and policy.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 11 (Operational Control) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.6 (Operational Control)

4. PROCEDURE:

A. Establish and maintain appropriate media specific plans, inventories, reports and permits, as appropriate, in addressing significant aspects.

B. Implement procedures from plans, inventory and compliance assessment reports, and permits in controlling and reducing significant aspects consistent with the Center's environmental policy and objectives and targets (O&Ts). Such plans, inventories, and reports include but not limited to: Hazardous Waste Mgt Plan, Solid Waste Mgt Plan, Storm Water Mgt Plan, Spill Prevention Control and Countermeasures (SPCC) Plan, Integrated Culture Resources Mgt Plan (ICRMP), Integrated Natural Responses Mgt Plan (INRMP), Facility Response Plans, ODS Inventory and Regulatory Compliance Assessment Report, Air

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #011 - Operational Control

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

Emissions Inventory and Regulatory Compliance Assessment Report,
Annual EPCRA Report, and Pollution Prevention (P2) Plan.

4. RESPONSIBILITIES:

A. **EMS Program Manager (EPM)** responsibilities are:

- a. annually review and update this procedure
- b. insure latest media plans, inventory and compliance assessment reports and permits are upload and appropriately posted on the Center's EMSWeb database.

B. **Media Program Manager (MPM)** responsibilities are:

- a. appropriately review and update their assigned media plans, inventories, reports and/or permits.

C. **Installation Environmental Program Manager (IEPM)** responsibilities are:

- a. insure adequate operational controls are being implemented consistent with the Center's policy and O&Ts.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #012 - Emergency Preparedness and Response

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure(s) to identify potential emergency situations and potential accidents that can have an impact(s) on the environmental and how the Center will respond to them.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 12 (Emergency Preparedness and Response) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.4.7 (Emergency Preparedness and Response)

4. PROCEDURE:

A. Establish and maintain appropriate Media Specific Emergency Preparedness and Response Plans.

B. Implement plan(s) as appropriate. Media plans having emergency preparedness and response components are: Hazardous Waste Mgt Plan, Solid Waste Mgt Plan, Storm Water Mgt Plan, Spill Prevention Control and Countermeasures (SPCC) Plan, OHS Facility Response Plan, and Drinking Water System Emergency Response Plan.

4. RESPONSIBILITIES:

A. **EMS Program Manager (EPM)** responsibilities are:

- a. annually review and update this procedure

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #012 - Emergency Preparedness and Response

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

b. insure latest media plans, are uploaded and appropriately posted on the Center's EMSWeb database.

B. Media Program Manager (MPM) responsibilities are:

a. review and update media plan(s) having emergency preparedness and response components.

b. implement emergency response component of plan when notified by CDC Fire Chief, CBC Emergency Manager or IEPM.

C. Installation Environmental Program Manager (IEPM) responsibilities are:

a. insure adequate media specific emergency preparedness and response plans have been established and ready for implementation.

b. insure periodic testing of emergency preparedness and response plans are implemented and post event evaluations are conducted to establish and implement corrective and preventive actions.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #013 - Monitoring and Measurement

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure to monitor and measuring, on a recurring basis, the key media characteristics of Center's operations having potential significant environmental impact; including the monitoring and measurement of the Center's conformity with its environmental objectives and targets.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 13 (Monitoring and Measurement) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.5.1 (Monitoring and Measurement)

4. PROCEDURE:

A. Establish and maintain an Internal Audit Plan which lists key media characteristics of the Center's operations (having potential significant environmental impact) for monitoring and measurement over the calendar year.

5. RESPONSIBILITIES:

- A. **EMS Program Manager (EPM)** responsibilities are:
 - a. annually review and update this procedure
 - b. annually review and update listing of key media characteristics requiring monitoring and measurement.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #013 - Monitoring and Measurement

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

c. monitoring and measure progress on meeting the Center's objectives and targets.

B. Media Program Manager (MPM) responsibilities are:

a. Throughout the calendar year, each media program manager is to record progress in monitoring and measurement of listed key characteristics, and in updating (e.g. revise, add or delete) media characteristics, as needed, annually.

b. provide appropriate data, as requested from EPM in charting progress on meeting media related objectives and targets.

c. annually update media modules (e.g. NOV, air, water (e.g. wastewater, drinking water and storm water), solid waste, hazardous waste modules) in EPRWeb.

C. Installation Environmental Program Manager (IEPM) responsibilities are:

a. review and approve listing of key media characteristics requiring monitoring and measurement in insuring overall environmental performance with fully conforming EMS in-place indicator.

b. insure the Center's objectives and targets are monitored and measured periodically in demonstrating progress in meeting targeted goals.

c. annually update the DoD EMS Metrics module in EPRWeb.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #014 - Evaluation of Compliance

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal and other to which it subscribes. The Center shall keep records of the periodic evaluations.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 14 (Evaluation of Compliance) of para. 17-3.2.4 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.5.2 (Evaluation of Compliance)

4. PROCEDURE:

Evaluate compliance findings from internal audits and consolidate findings and corrective action taken in the Center's annual Internal Audit Documentation (IAD).

5. RESPONSIBILITIES and REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities are:

- a. prepare this procedure IAW references a, b, and c above; and review and update annual
- b. summarizing results of internal compliance audits for inclusion in the Internal Audit Document (IAD).
- c. maintain records of the results of the periodic evaluations.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)
EMP #014 - Evaluation of Compliance

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

B. Installation Environmental Program Manager (IEPM)
responsibilities are:

- a. review and approve updated procedure annually,
- b. review and approve Internal Audit Document (IAD),
and
- c. periodically present the IAD to the installation CO
for showing compliance trends and outstanding compliance
deficiencies for improving the EMS consistent with the
commitment to continual improvement.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #015 - Nonconformity, Corrective Action and Preventive Action

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2014

1. PURPOSE:

To establish, implement and maintain a procedure for dealing with actual and potential nonconformity(ies) and for taking corrective and preventive action appropriate to the magnitude of the problems and the environmental impacts encountered.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 15 (Nonconformity, Corrective Action and Preventive Action) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.5.3 (Nonconformity, Corrective Action and Preventive Action)

4. PROCEDURE:

A. identifying and correcting nonconformity(ies) and taking action(s) to mitigate their environmental impacts

B. investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence

C. evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence.

D. recording the results of corrective action(s) and preventive action(s) taken

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

**EMP #015 - Nonconformity, Corrective Action and
Preventive Action**

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2014

5. RESPONSIBILITIES:

A. EMS Program Manager (EPM) responsibilities are:

- a. annually review and update this procedure
- b. conduct root cause analysis of nonconformity(ies)
- c. track all non-conformance and non-compliance issues
- d. include nonconformity(ies), corrective and preventive actions in the annual internal audit document (IAD).

C. Installation Environmental Program Manager (IEPM) responsibilities are:

- a. review and approve the internal audit document.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #016 - Control of Records

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement, and maintain a procedure for the identification, storage, protection, retrieval, retention and disposal of records.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 16 (Control of Records) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.5.4 (Control of Records)

4. PROCEDURE:

A document is differentiated from a record in that a document refers to an instruction or procedure. A record refers to historical objective evidence that is verifiable such as an audit finding report or an inspection report. Examples of records are included in the table below.

- 1. maintain records in either electronic (EMSWeb) or paper format depending on the nature of the records being generated in association with the implementation and operation of the EMS.
- 2. index of EMS records to indicate it names, their storage location(s), and required retention times.
- 3. review the record maintenance process yearly to verify the maintenance and disposition of the records.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #016 - Control of Records

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

4. insure records are legible, identifiable and traceable to the activity, process or service involved. They will at all times be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss.

The following EMS records index will detail environmental records storage locations and retention periods which are maintained by CBC Gulfport:

Record	Storage Location	Retention Period
Environmental staff & EMS training records	Environmental Division + EMSWeb	Indefinitely
Environmental Permits, Licenses & Applications	Environmental Division + EMSWeb	Indefinitely
Incident reports	Fire Department + EMSWeb	Three years
EMS Audit results	Environmental Division + EMSWeb	Three years
Environmental corrective actions, non-conformance and regulatory report(s)	Environmental Division + EMSWeb	Indefinitely
Regulatory reports	Environmental Division	Indefinitely
Hazardous Waste Manifests/Correspondence	Environmental Division	Indefinitely
Drinking Water Reporting	Environmental Division	10 years
Air Emissions Reporting	Environmental Division	Indefinitely

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #016 - Control of Records

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

Small Municipal Separate Storm Sewer (MS4) General Permit	Environmental Division	Indefinitely
Installation Restoration Records	Administrative record portal	Indefinitely
All Program Inspections	Environmental Division	Indefinitely

5. RESPONSIBILITIES:

A. **EMS Program Manager (EPM)** responsibilities are:

a. annually review and update this procedure

B. **Media Program Manager (MPM)** responsibilities are:

a. insure appropriate records are maintained.

C. **Installation Environmental Program Manager (IEPM)**
responsibilities are:

a. insure appropriate environmental records are being
maintained to demonstrate and document with EMS and regulatory
compliance.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #017 - Internal Audit

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure to ensure that an internal audit of the EMS is conducted at planned intervals to:

a. determine whether the EMS conforms to planned arrangements for environmental management including the requirements of ISO 14001, and has been properly implemented and is maintained, and

b. provide information on the results of audits to management.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 17 (Internal Audit) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.5.5 (Internal Audit)

4. PROCEDURE:

The procedure considers the environmental importance of the operation(s) and results of previous audits concerned that address:

a. the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records, and

b. the determination of audit criteria, scope, frequency and methods.

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #017 - Internal Audit

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

c. the selection of auditors and conduct of audits to ensure objectivity and the impartiality of the audit process..

5. RESPONSIBILITIES AND REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities are:

a. prepare an Internal Audit Plan (IAP) to describe how the audit will be accomplished across the installation over the course of the calendar year. IAP will define the audit criteria, scope, frequency and methods. The IAP will assess all of the applicable compliance requirements over the calendar year taking into consideration environmental aspects, vulnerabilities, and risk to the installation.

b. Conducting Internal Audit.

1. Coordinate and schedule audit of all department and tenant commands having significant environmental aspects.

2. Conduct audit per audit schedule.

c. Audit Results and Report.

1. Communicate audit findings to each department and tenant command for corrective action and submission of POA&M.

2. Including findings & POA&M in Internal Audit Documentation (IAD) for review by CO.

d. Retaining of associated audit records.

1. Retain audit records.

B. Installation Environmental Program Manager (IEPM) responsibilities are:

a. review and approve updated procedure annually.

NAVAL CONSTRUCTION BATTALION CENTER, GULFPORT, MS

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

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b. review and approve Internal Audit Document (IAD).

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)

EMP #018 - Management Review

Prepared by EMS PM: Kenton Lottinger, 23 Mar 2015

1. PURPOSE:

To establish, implement and maintain a procedure requiring the Center's Senior Leadership review the organization's EMS at least annually, to ensure its continuing suitability, adequacy and effectiveness. The review must include assessing opportunities for improvement and the need for changes to the EMS.

2. SCOPE:

The scope of this procedure covers all Naval and tenant command operations within the fence line of NCBC Gulfport and that of non-contiguous properties at Woolmarket Range, Western Maneuver Area (WMA) and Lakeside.

3. REFERENCES:

- a. OPNAVINST 5090.1D, Environmental Readiness Program
- b. Element 18 (Management Review) of para. 17-3.2 of Chapter 17, OPNAV M-5090.1, Environmental Readiness Program Manual
- c. ISO 14001:2004, Section 4.6 (Management Review)

4. RESPONSIBILITIES and REQUIREMENTS:

A. EMS Program Manager (EPM) responsibilities are:

- a. prepare this procedure IAW references a, b, and c above; and review and update annual
- b. collect and compile inputs for presenting to Senior Management IAW Section 4.6 of ISO 14001:2004.
- c. prepare and retain record of the Management Review.

B. Installation Environmental Program Manager (IEPM) responsibilities are:

- a. review and approve procedure annual update

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b. present input to the Senior Management per Section 4.6 of ISO 14001:2004.

c. Recommend outputs, per Section 4.6 of ISO 14001:2004, to Senior Management for improving the EMS consistent with the commitment to continual improvement

C. Environmental Quality Board (EQB) Members are to attend the Management Review, when requested by the CO, to provide input to Senior Leadership.

D. CO and Senior Leadership responsible for provide outputs (e.g. any decisions and actions related to possible changes to environmental policy, objectives, targets, and other elements of the EMS, consistent with the commitment to continual improvement.

5. PROCEDURE:

The Management Review input and output as described below and in Section 4.6 (Management Review) of ISO 14001:20004 shall be documented and retained by EPM.

Inputs to the management review must include:

a. results of internal audits and evaluations of compliance with legal requirements and with other requirements to which to which the organization subscribes.

b. communications(s) from external interested parties, including complaints,

c. the environmental performance of the organization,

d. the extent to which objectives and targets have been met,

e. status of corrective and preventive action,

f. follow-up actions from previous management reviews,

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g. changing circumstances, including developments in legal and other requirements related to its environmental aspects, and

h. recommendations for improvement

Outputs from the management review must include:

a. any decisions and actions related to possible changes to environmental policy (element #2), objective and targets (element #5) and/or the other 16 of 18 elements (EMPs) of the EMS consistent with the commitment to continual improvement.